

# **Interagency Committee of State Employed Women (ICSEW)**

## **Committee Policies and Procedures**

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### **1.10 Purchasing (Goods & Supplies)**

Date of Original Issue: 2/27/2004

Date Modified: 3/19/2004

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#### **PURPOSE**

This policy provides direction on ICSEW related goods and services purchases.

#### **INTENT**

The intent of this policy is to provide a streamlined method for proposing ICSEW purchases using a tiered level of approval. The policy and procedure shall recognize that OFM is the handler of ICSEW funds and purchasing shall be in compliance with OFM policies.

This procedure and policy further recognizes that OFM has the ability to purchase on behalf of the ICSEW using a purchasing card or through existing accounts with select vendors. Use of OFM for purchasing streamlines payment processes and reduces the paperwork required by the purchase requestor and ICSEW Treasurer.

#### **SCOPE**

This policy applies to all committee goods and services purchases on behalf of the ICSEW. Personal Service Contracts (consultant and facilitator services) are covered in another policy and procedure.

#### **POLICY**

Committee purchases shall meet the following criteria:

- In compliance with OFM purchasing policies.
- Provide a direct benefit to the ICSEW.

#### **PROCEDURE**

##### Approval

Any planned goods and services purchases are to be included in the sub-committee and overall ICSEW business plan at a high level. Items that are included in the final approved published ICSEW business plan are assumed

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budgeted and require no further approval. Committees may use discretion on the actual spending of dollars by item without additional approval as long as the committee's actual budget is not exceeded. The committee chair will be responsible for approving purchases and reimbursements charged to their committee's budget.

Purchases not included in the final approved ICSEW Business Plan may be approved as follows:

- Up to \$49 – The ICSEW Chair may approve emergency expenditures up to \$49.
- \$50 - \$499 or non-emergent under \$50 – The ICSEW Board shall vote to approve expenditures between \$50 and \$499 and non-emergent expenditures under \$50.
  - A quorum of at least 51% of the members the board must be included in the vote to be valid.
  - A motion must be made by a board member,
  - A second to the motion must be presented by another board member.
  - Upon a motion and second, the expenditure will be voted on.
  - The motion and the vote will specify a brief description and maximum value of the intended purchase.
  - The vote result will be captured in the meeting minutes.
  - An affirmative vote will be noted by the Treasurer and included in future budget projections.
  - The voting process may be completed by electronic mail or conference call if an in-person meeting is not practical.
- All purchases \$500 or more – The ICSEW Membership shall vote to approve expenditures of \$500 or more.
  - A quorum of at least 51% of the membership must be included in the vote to be valid.
  - A motion must be made by a committee member,
  - A second to the motion must be presented by another committee member.
  - Upon a motion and second, the expenditure will be voted on.
  - The motion and the vote will specify a brief description and maximum value of the intended purchase.
  - The vote result will be captured in the meeting minutes.
  - An affirmative vote will be noted by the Treasurer and included in future budget projections.
  - The voting process may be completed by electronic mail or conference call if an in-person meeting is not practical.

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### Competitive Pricing

All purchases will be made with a good faith effort to secure the best price for same quality goods. Use of the existing state contracts is strongly encouraged. If the good or service cannot be purchased through state contract, the initiator must get three competing prices prior to submitting purchase request. Alternatively, a good or service can be purchased from a vendor other than a state contract if a better price is found elsewhere.

### Completing a Purchase

When possible, purchases will be made using OFM purchasing agent.

- Provide product, store, and pricing information to the ICSEW Chair
- The ICSEW Chair will forward the purchasing request to OFM to complete the purchase

Emergency approved purchases, or purchases that the OFM purchasing agent cannot complete, may be made out-of-pocket or through direct billing to the ICSEW care of the purchase requestor (ICSEW c/o Jane Doe, ICSEW Member; Jane Doe's office address). Copies of purchase requests made directly with a vendor shall be submitted to the ICSEW Treasurer. Reimbursement for money paid out-of-pocket can be requested by submitting an A-19 with a receipt for the purchase to the ICSEW Treasurer who will submit to OFM Accounting for payment once pre-approval has been confirmed. Direct payment billings and receipt of goods should be forwarded with a completed and signed A-19 to the ICSEW Treasurer who will submit to OFM Accounting once pre-approval has been confirmed. If pre-approval cannot be confirmed, the reimbursement or direct billing must be approved through the approval process described above prior to submittal to OFM for payment.

### **RELEVANT LAW AND OTHER RESOURCES**

GA State Purchasing - <http://www.ga.wa.gov/PCA/pcacust.htm>

DIS Master Contracts - [http://techmall.dis.wa.gov/master\\_contracts/mc.asp](http://techmall.dis.wa.gov/master_contracts/mc.asp)

DOP Training - <http://hr.dop.wa.gov/training/Default.htm>

OFM Purchasing – Rudy Kleinhans, 902-0598, [rudym.kleinhans@ofm.wa.gov](mailto:rudym.kleinhans@ofm.wa.gov)

Board Approved:  
March 10, 2004

Committee Approved:  
March 19, 2004